



## Las Vegas Fire & Rescue Fire Prevention Division Information Sheet



Effective Date: July 1 2014

CLV Ordinance #6325

*The items listed are basic information only. Codes are subject to change. Additional requirements may apply.*

# Exhibitions/Trade Show Permit Applications

An operational permit is required to operate exhibition and trade shows. **IFC 105.6.13 and CLV Ordinance 6325, Section 319**

The following submittal information shall be required to process the permit application:

- A completed Temporary Activity Permit Application. (Pg. 2)
- A legend reflecting the event name, dates / times, estimated number of participants expected on a daily basis, a brief description of the event, contact phone numbers and billing information. **CLV Ordinance 6325, Section 319.5**
- Two (2) copies of the site plan in a clear legible manner indicating the location of all stages, exhibit booths, displays including exit access routes and seating arrangements. **IFC 408.2.1** (Example pg. 3)
- Site plan shall reflect all proposed locations of open-flame, heating and portable fueled open-flame devices to be utilized during the event and shall be approved prior to use. **IFC 308.3, 308.1.6.2, CLV Ordinance 6325, Section 319.4**
- Site plan shall reflect all locations having demonstration cooking shall be indicated and shall be in compliance with **CLV Ordinance 6325, Section 319.4**

### General Information:

- The Exhibition facility shall have occupant load signs posted and specified loads shall be adhered to. **IFC 1004.3**
- Any additional required portable fire extinguishers shall be selected, installed and maintained in accordance with **NFPA 10 / IFC 906.2**
- All exits and accesses shall remain clear and unobstructed at all times. **IFC 1003.6 / IFC 1018.3**
- All decorative curtains and textiles shall comply with **CLV Ordinance 6325, Section 319.3**



## **Las Vegas Fire & Rescue Fire Prevention Division Information Sheet**



Send completed submittals to:

Las Vegas Fire & Rescue  
Fire Prevention Division  
500 N Casino Center Blvd  
Las Vegas, NV 89101  
Fax (702) 229-0124

\*A Review / Permit fee of \$80.00 will be billed to the applicant reflected on the Permit application. Submittals received within ten (10) days of the event will be assessed an additional expedite fee of \$80.00. (\$160.00 total)

**Las Vegas Fire & Rescue**  
Fire Prevention Division  
(702)229-0366

[www.lasvegasnevada.gov/LawsCodes/fire\\_code.asp](http://www.lasvegasnevada.gov/LawsCodes/fire_code.asp)